

SENIOR EQUIPMENT PARTS SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Senior Equipment Parts Specialist position exists is to make all purchases for parts used in the Fleet Management Division of the Municipal Services Department. Duties are performed according to determined instructions and prescribed by standards and procedures. This classification is non-supervisory, however, may perform lead worker duties. The Senior Equipment Parts Specialist position is distinguished from the Equipment Parts Specialist by the level of experience and skill required for this position. The Senior Equipment Parts Specialist position is supervised by a Fleet Supervisor.

ESSENTIAL FUNCTIONS

Provides day to day direction and advice for the Equipment Parts Specialists.

Has authority from Purchasing to order and buy all parts.

Checks on progress of assignments by other Equipment Parts Specialists and helps out as required to ensure assignments are completed on time. Performs the duties of an Equipment Parts Specialist when needed.

Completes daily, weekly, and monthly reports. Follows all policies and procedures of the Purchasing Department on all Fleet Purchases.

Performs contract administration. Responsible for all additions, deletions, and problems that might occur.

Required to research information, create reports and present reports to Fleet Management Division personnel as requested.

Uses good judgment to locate unique parts for specialized equipment.

Picks up and delivers City equipment. Operates a one-ton flatbed truck, electric cart and forklift in a safe and productive manner.

Keep legible, accurate and detailed records utilizing a computerized inventory management system.

Contacts vendors and orders repair parts for mechanics to facilitate mechanical repairs.

Follows oral and written instructions.

Does research and provides management with written reports.

Due to the limited number of positions and training required to fill this classification, exceptional attendance is an essential function to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Knowledge of automotive and/or heavy truck parts is required. Working knowledge of the ATRAC Computerized inventory system.

Ability to:

Work evening, nights, and/or weekends and/or a modified workweek.

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.

Utilize an automated fleet management information system to record work performed and look up vehicle data.

Operate a personal computer and input data.

Lift and move 50 pounds or more.

Work in cramped or confined spaces.

Climb up and down ladders.

Read a map; learn the County street system; sit and drive for long periods of time.

Stand for extended periods of time.

Reach overhead and bend or stoop continually.

Climb in and out the back of a stake bed truck, for loading and unloading.

Operate a forklift or hand truck to move or maneuver items weighing over 100 pounds.

Coordinate visual and manual dexterity to service equipment.

Communicate effectively with users, service writers and other mechanics.

Education & Experience:

A minimum of two years experience as an Equipment Parts Specialist. Minimum of five years experience as a Parts Counter person in either automotive or heavy duty truck industry. Must have some supervisory or lead worker experience.

Must possess a valid Arizona driver's license with no major driving citations in the last 39 months.

Candidate must possess a current ASE certification in either Automotive Parts Specialist (P2) or Medium/Heavy Truck Parts Specialist (P1) categories. ASE certification must be maintained during tenure as Equipment Parts Specialist

FLSA Status: Non-Exempt HR Ordinance Status: Classified